

# **AMESBURY SCHOOL COMMITTEE POLICY**

## **AMESBURY PUBLIC SCHOOLS**

### **COMMUNITY USE OF SCHOOL FACILITIES**

**KF**

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted when educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules as set forth by law and the school committee.

Smoking on school property is prohibited. All school local, state and federal laws will apply on school property.

Permission for the use of facilities must be obtained through the office of the superintendent of schools, where applications are available for this purpose.

#### **Preference**

In the event of multiple requests in process at the same time, preference for school facilities will be given in the following order:

1. Public school activities;
2. Parent-teacher activities;
3. Meetings and activities sponsored by the school committee and school personnel;
4. Official town public hearings and political activities;
5. Parks and playgrounds activities;
6. Local nonprofit and noncommercial organization activities;
7. Metropolitan civic, educational, social and religious organization activities if a substantial portion of the members are residents of the town.

Legal Refs: MGL 71:71; 71:71B; 272-40A

Adopted: 1988

Revised: 1989; 1998; 200; 2003; 2005

# AMESBURY SCHOOL COMMITTEE POLICY

## AMESBURY PUBLIC SCHOOLS

### COMMUNITY USE OF SCHOOL FACILITIES APPLICATION

**KF-E**

#### Guidelines

1. School facilities will be made available to outside groups when requests are not in conflict with school functions.
2. Should a conflict arise after approval is given, a school function will supersede a previously approved non-school function. Every effort will be made to avoid this. In order to resolve a conflict, priority will be given to groups in the following order:
  - A. Youth-related organizations requests
  - B. Previous year's requests
  - C. Other new requests
3. Application Approval Procedural Order
  - A. The principal in charge of the facility must approve request forms
  - B. Second, Facilities Director
  - C. Third, Assistant Superintendent of Schools
  - D. Approval is contingent on all signatures as listed in A, B, and C
4. NO ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS ALLOWED ON SCHOOL PROPERTY. ALL LOCAL, STATE AND FEDERAL LAWS ALSO APPLY.  
**Tobacco violations will result in fines as follows:**  
**\$100 First offense**  
**\$200 Second offense**  
**\$300 Third offense**
5. Firemen and/or policemen must be provided per local regulations.
6. The person signing this form is responsible for the facilities while the building/grounds are in use.
7. Screening of personnel having contact with children is the responsibility of the organization requesting use of the facility.
8. The Amesbury Public Schools are latex and peanut free environments. Please do not bring any latex balloons or peanut/nut products into the buildings.
9. School Release:  
  
I, \_\_\_\_\_, understand and agree that,  
(Representative of Organization)

in consideration for being granted access to/and the use of the property and facilities of the Amesbury School District, assume any and all risks with respect to such access and use, and hereby release said Amesbury School District, its representatives, agents, servants and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

Revised: August, 1998; Reviewed: May, 2000; Revised: September, 2000; Revised: September, 2002; Reviewed: October, 2003; Revised: October, 2005

# **AMESBURY SCHOOL COMMITTEE POLICY**

## **AMESBURY PUBLIC SCHOOLS**

### **COMMUNITY USE OF SCHOOL FACILITIES REGULATION**

**KF-R1**

The use of school buildings, grounds, equipment, and facilities will be authorized by the facilities director, building principal and assistant superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the office of the superintendent at least 30 days prior to the date of use.
2. At the time the application for use is submitted, 50% of the cost of use must be paid. The balance of the cost is due within 15 days of the date of the scheduled event. Failure to pay all costs incurred may result in a denial of future use of school facilities.
3. School-related groups will be permitted reasonable use of school facilities without rental charge. Custodial and energy fees may apply.
4. All activities must be under competent adult supervision. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless prior approval for any requested changes.
6. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
7. Smoking on school property and property limits is not permitted.
8. Proper liability insurance will be required of all groups given permission to use school facilities.
9. The School Committee will approve and periodically review a fee schedule for the use of school facilities.
10. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the assistant superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
11. The School Committee reserves the right to cancel any permission granted.

Legal Ref. M.G.L. c272-40A

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Adopted: 2000

Revised: 2005

## AMESBURY SCHOOL COMMITTEE POLICY

### AMESBURY PUBLIC SCHOOLS

#### COMMUNITY USE OF SCHOOL FACILITIES

KF-R2

#### Fee Structure for Rental Of Facilities

	<b>Amesbury Non-Profit</b>	<b>Amesbury Profit</b>	<b>Outside Non-Profit</b>	<b>Outside Profit</b>
<b>Classrooms</b>	No Charge	\$20/hr	\$25/hr	\$30/hr
<b>Cafeteria</b>	No Charge	\$30/hr	\$40/hr	\$50/hr
<b>Auditoriums</b>	No Charge	\$500	\$500	\$500
<b>Gymnasiums</b>	No Charge	\$400	\$600	\$800
<b>Computer Labs</b>	No Charge	\$100/hr	\$150/hr	\$200/hr
<b>**School Grounds/Athletic Fields</b>	No Charge	\$200	\$300	\$800
<b>***Energy Fee Calculation</b>	Oil/Gas + Electricity+Water+Sewer=Total			Total/8760Hrs= energy fee per hour
<b>***Custodial Fee (Rate 1.5 * Highest hourly Rate)</b>				
<b>Audio Visual Lighting Services</b>	No Charge	\$30/hr	\$30/hr	\$30/hr

\*Note: All groups are responsible for custodial fees provided that custodial services are available through regular shifts.

\*\*Note: The Assistant Superintendent of Schools in conjunction with the Facilities Director, will negotiate with groups that use the fields on an ongoing or annual basis.

\*\*\*These fees are recalculated yearly on July 1st.